

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****January 7, 2019**

The City of Clinton, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the **City of Clinton Traffic Signalization Improvements Phase 1 Project, funded by the Federal Highway Administration's (FHWA) Congestion Mitigation & Air Quality (CMAQ) program.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

**Required Scope of Services**

- Environmental Documentation
- Signal System Inventory
- Traffic Data Collection
- Operational Analysis
- Traffic Signal Timing Development
- Signal Timing Implementation and Evaluation
- Travel Time Data Collection and Project Reporting

**Estimated Schedule for Performance of Work**

- |   |                      |
|---|----------------------|
| • <b>Selection of Consultant and Contract Award</b> | <b>March 2019</b>    |
| • <b>NEPA Phase Complete</b>                        | <b>August 2019</b>   |
| • <b>Design Phase Complete</b>                      | <b>February 2020</b> |

Firms may request consideration by submitting a letter of interest along with qualifications to the **City of Clinton, 100 North Bowling Street, Clinton, TN 37716, Attn: William R. Riggs, Senior Staff Administrator.** All letters of interest must be received by the **City of Clinton** on or before **3:00 p.m., Eastern Standard Time, Wednesday, January 23, 2019.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Payment will be a lump sum contract negotiated with the highest ranking firm.

**Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **TDOT pre-qualification status**
- **Staff capabilities of prime consultant with resumes from key personnel**
- **General firm capabilities**

From the letters of interest, the **City of Clinton** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

**Phase II Evaluation**

The City of Clinton will evaluate the top 3 firms on the following criteria (relative weight):

- a. Firm experience, credentials, and staff qualifications and availability (40%)**
- b. Past experience in the required disciplines with TDOT and/or other clients by descriptions of five (5) similar projects (40%)**
- c. Past experience in TDOT Local Programs projects (10%)**
- d. Technical approach and project understanding (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the **City of Clinton**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.